Adding Video to Your Blackboard Course Using Kaltura

Instructions on adding Kaltura Media to Content Areas and using the My Media and Media Gallery sections
This instruction set was developed by ITaP for instructor and student use.

For comments, suggestions, correction, etc. please contact us at:

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What is Kaltura?

Kaltura is a video streaming service that integrates with Blackboard using the Kaltura Building Block. Instructors can upload video to Kaltura from within their Blackboard course and then make it available to students under a course Media Gallery, within a Content Area, or as part of an assignment, quiz, or test.

Potential benefits of Adding Video to Your Blackboard Course Using Kaltura

- Give students access to supplemental, course related video outside of the classroom
  - Video can be provided to students to view outside of class rather than having to devote class time to showing videos in class
- Allow students to view videos on the device of their choosing
  - Kaltura detects the type of device (PC, iPhone, iPad, etc.) that a student is using and streams video in a format compatible with that device
- Prevents users outside of Blackboard from viewing your videos

Potential challenges of Adding Video to Your Blackboard Course Using Kaltura

- Copyright and Intellectual Property Rights
  - Video made available to students in Blackboard is still subject to the University’s policies regarding copyright and intellectual property rights. Questions on copyright or intellectual property rights can be answered respectively by:
    - University Copyright Office
      - [http://www.lib.purdue.edu/uco/contact.html](http://www.lib.purdue.edu/uco/contact.html)
    - Office of the Vice President for Research
      - [http://www.purdue.edu/research/vpr](http://www.purdue.edu/research/vpr)
Best practices for Adding Video to Your Blackboard Course

- Make a good faith determination that the use of copyrighted materials complies with United States Copyright Law and the Purdue University Copyright Policy
  - It is the responsibility of all members of the Purdue University community to adhere to copyright policies.

Best Practice Resources

Sources
- Purdue University Copyright Office: http://www.lib.purdue.edu/uco
  - This site outlines the Universities policies on copyright as well as overviews of Fair Use in regards to copyrightable materials

For More Information
ITaP Consulting and Training: tlt-consulting@purdue.edu
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Adding Kaltura Media to a Content Area

Instructors can use Kaltura to add videos to the Content Areas within their Blackboard course sites in much the same manner as they would add an assignment or other course tool.

The following steps will allow you to add videos to a Content Area within your Blackboard course.

1. Go to https://mycourses.purdue.edu
2. Log on using your Purdue Career Account username and password
3. Enter the Blackboard course you would like to add video to by clicking on its link under the “My Courses” section
4. Click on “Course Content” from the course menu
5. Mouse over “Tools,” then click “Kaltura Media”

6. An “Add Media Content” page with four sections (Content Information, Add Media, Options, and Submit) will open. In Section 1 (Content Information), add a title for your video which will be displayed in the Content Area
7. In Section 2 (Add Media), click the “Add Media” button

8. A new upload window will open with three tabs (Upload, My Content, and Webcam). Select “Upload” to add video directly from your computer or select “My Content” to select video that you have previously uploaded to Kaltura through Blackboard
Adding Video to Your Blackboard Course Using Kaltura

- If you selected “Upload,” click the “Browse” button, navigate to and select the video(s) you want to upload, click open, and then click the “Upload” button. When the video finishes uploading, click the “Next” button.
- If you selected “My Content,” click the “Search” button, click on the video(s) you want added to the Content Area from your My Media section, and then click the “Next” button.

9. Enter any tags or a description that you want associated with the video and click the “Next” button. The upload window will close and you will be brought back to the “Add Media Content” page in Blackboard. A thumbnail of your video will now appear in the text editor box.
10. In section 3, use the radio buttons to make choices regarding whether or not the video should be added to the course Media Gallery, viewable within the Content Area, or have tracking enabled. You can also set date and time restrictions if desired.
11. In section 4, click the “Submit” button

12. The video will now appear in Course Content
Using the My Media Section in Blackboard

Videos for use in your Blackboard courses can be managed using the My Media section in Blackboard. The My Media section allows you to manage your videos by providing options to add new videos, add videos to the course Media Gallery, edit the details of a video (title, description, etc.), create clips of videos, and delete videos.

The following steps will allow you to access your My Media section in Blackboard.

1. Go to https://mycourses.purdue.edu
2. Log on using your Purdue Career Account username and password
3. Enter one of your Blackboard courses by clicking on its link under the “My Courses” section
4. Click on “Media Gallery” from the course menu
5. Click on the “My Media” link near the top of the page

Adding Video to My Media

The following steps will allow you to add a new video to your My Media section.

1. Go to your My Media section and click on the “Add Media” tab

2. A new upload window will open. Click the “Browse” button
3. You will now be given the option to navigate to the video file that you wish to upload. When you have selected the file, click “Open”
4. The name of your video file will now appear in the upload window. Click the “Upload!” button

5. The status column of the upload window should now say “Done.” Click the “Next” button and enter any tags or a description that you would like (tags and a description are optional) then click “Next”
6. The video will be submitted for processing and be added to the My Media section.

**Adding Video from Your My Media Section to the Media Gallery**

Once you have added your videos to your My Media section, you can choose to add them to the Course.
Adding Video to Your Blackboard Course Using Kaltura

Gallery of one of your Blackboard courses to later be viewed by students. The following steps will allow you to add videos from your My Media section to the Media Gallery of one of your Blackboard courses.

1. Go to your My Media section and click on the thumbnail or link for the video you would like to add to the Media Gallery

2. The video will now appear in the on-screen player along with the videos details. Click the “Add to Course Gallery” button
3. From the drop down menu that appears, select the name of the course whose Media Gallery you would like the video added to, and click “Ok”

4. The video will now be added to the Media Gallery but will remain hidden to students by default. Instructions on making the video viewable by students are included in the “Using the Media Gallery in Blackboard” section of this document
Using the Media Gallery in Blackboard

The Media Gallery in Blackboard can be used to share videos (that both you and your students can add) within your Blackboard course. The following steps will allow you to add videos to the Media Gallery and make them available to students.

1. Click on “Media Gallery” from the course menu
2. Click on the “Add Media” tab

3. A new upload window will open with three tabs (Upload, My Content, and Webcam). Select “Upload” to add video directly from your computer or select “My Content” to select video that you have previously uploaded to Kaltura through Blackboard

- If you selected “Upload,” click the “Browse” button, navigate to and select the video(s) you want to upload, click open, and then click the “Upload” button. When the video finishes uploading, click the “Next” button
If you selected “My Content,” click the “Search” button, click on the video(s) you want added to the Media Gallery from your My Media section, and then click the “Next” button.
4. Enter any tags or a description that you want associated with the video and click the “Next” button.

5. The video will now be added to the Media Gallery. To make it publicly available to your students, go to the Media Gallery and click on the thumbnail or link for the video that you would like to make public.

6. The video will now appear in the on-screen player along with the videos details. Click the checkbox next to “Make this Item Public in Gallery” in the video details.
7. The video is now publicly available to students in your course
   
   • **Note:** Videos that were added to the Media Gallery by selecting “Add to Course Gallery” from the My Media section or when adding “Kaltura Media” to a course content area are set to be hidden by default. Following steps 5 and 6 for these videos will allow them to be made public as well